

**El Monte Safety Meeting Summary**  
**April 7, 2004**  
**1:30 - 2:30 via Video Conference**  
**CR 106 (El Monte) and CR 550 (Sacramento)**

Those who attended:

*In El Monte:* Annette Hebert, Bill Yates, John Urkov, Martin Cvjetkovic, Steve Albu, Bill Valdez, Raphael Susnowitz, and Michael Carter.

*In Sacramento:* Cindy Francisco

Log 300 Review

There have been two workers compensation claims filed to date in El Monte during 2004.

Vehicle Accident Review

There has been only one vehicle accident reported during 2004. This was a solo accident involving hitting a stationery object.

Facility Web Page Revision

<http://inside.arb.ca.gov/as/safety/facility.htm> has been revised to include each emergency coordinator, the emergency plan and the emergency team list (when available). It was suggested to add a link to the El Monte Building Updates Page.

Annual Building Evacuation Drill

There will be an evacuation drill conducted after the completion of the breezeway project.

Reminder Signs Regarding the Required 18-inch Clearance for Sprinklers

Signs are available to be posted in storage rooms stating that there is a requirement to have an 18-inch clearance for sprinklers. It is not required to post, but serves a good reminder to staff. Signs may be obtained by contacting Cindy Francisco. The sign would not be appropriate for rooms that did not have sprinklers.

New Smoking Policy

Recent laws have changed the distance that smokers are allowed to stand in front of a main exit, entrance or operable window of a state-owned or leased facility. Signs at ARB buildings have been altered to reflect the change. An ASL on the subject should be issued soon.

Facility Management Update

The fire extinguishers in HSL did not get serviced with the others. Business Services will assist to get them serviced to be in compliance with OSHA regulations.

The HSL Breezeway Project should be completed by the end of April. Bruce Frodin was commended for his good work on overseeing the project.

Lease negotiations will begin for the Annex facilities soon.

Because of the installation of modular furniture, there is a surplus of office furniture available. See Bill Valdez if anyone is interested.

#### Other Items Discussed

Bill Yates is working with Joy Antell to arrange an in-house Defensive Drivers Training course.

Raphael Susnowitz is working with Joy Antell to arrange an in-house First Aid/CPR course.

Bill Yates will be compiling an updated Chemical Inventory list as soon as the laboratory renovations are complete.

#### The Next Meeting Date

Will be announced at a later time.